

**Department of Technology Services  
Technology Advisory Board  
August 24, 2005**

**Attendees:** Steve Hess, Steve Fletcher, Tani Downing, Marvin Dodge, Representative David Clark via teleconference

**Guests:** Rich North, Dave Burton, Jim Matsumura, Ken Elliott, Dave Fletcher, Larene Wyss, Greg Mead, Randy Hughes, William Shifflet, Mark Burns, Chris Parker, Dan Frei

**Excused:** Martin Frey, Myron March, Ed Eckstrom

Steve Fletcher welcomed the group, mentioning that this is the first meeting of the Department of Technology Services (DTS), Technology Advisory Board. He turned the time over to Mark Burns, Attorney General's Office representative for DTS, to provide clarification regarding the open and public meeting policy. Mark suggested that because public notice had not been given for this meeting, agenda items that need consensus by the Board could not be voted on.

**Election of Board Chair**

This agenda item was postponed until the next meeting.

**DTS Status Update**

Steve Fletcher posed the question of what we would like this Board to do. His suggestion was for the Board to provide assistance and oversight for the Department of Technology Services and share best practices.

He then discussed the phased approach to creating the new department. He gave the proposal for October 2005, acting as the Transition Director, he will ask that all agencies "loan" DTS their IT employees. These employees would then be redeployed back to the agencies to provide the same service to the agency, with nothing changing including the reporting structure. By doing this, information will be collected on the base line services currently provided to each agency.

During the second phase, DTS will then propose to the Legislature a supplemental appropriation that will allow the Department to bring in all of the employees to the organization. House Bill 109 does not currently allow for all employees to move prior to July 1, 2006. Agencies will be assured that the same service levels will be maintained. DTS will define the measurement of the service areas and how we will report the service areas. After this information has been gathered we will then create the service rates which will help the agency go forward.

**Transition Team Leaders**

Steve then discussed the Transition Teams and their tasks. He also suggested that the teams present to this body for approval at a later date. Steve then asked the leaders to introduce themselves and what they will be working on. The service areas and leaders are as follows:

Infrastructure, Utility Services and Operations/Jim Matsumura

Solutions Delivery/Greg Mead

Administration/Ken Elliott

Policy & Planning/Dave Burton

Service Level Management/Lloyd Johnson

Tani Downing asked about the agency assets and if these assets will be moving to the new department. Jim Matsumura mentioned that there are several teams that are looking at that issue and it will be addressed at a later time. Tani Downing asked if Solutions Delivery will look at applications that could be used throughout the state. Steve Fletcher said that this group will be looking at application and project standards. Steve Hess mentioned that the U of U has been going through this process and some of their expertise can be used. Tani Downing asked about the six areas of the Policy/Planning service area, what level security is at. Steve Fletcher said that there will be an evaluation and a risk assessment in all areas. Security intrusion will also be looked at and each system will need to determine the level of security of their project and data. Steve mentioned that currently there is not a security team for the state and security is handled at the agency level, but should be looked at from an enterprise level. Steve Hess said that the Security Team could respond if there is a breach of security. He also asked if a service catalog will be put together. Lloyd Johnson said something similar to a service catalog will be provided; there will be general services for all agencies and then some sort of an addendum that would specify agency specific areas. Steve Fletcher also mentioned that DTS will try to create some sort of dashboard for agencies. Marvin Dodge asked about the October MOU agreement regarding the employees that are support staff and work in IT and other areas and how will these employees be negotiated? Steve Fletcher said that these people are being identified and the percentages of IT work that these employees do is being looked at. Steve said that either the agency will pick up these employees, if they are considered business and if they are considered an IT employee then they will move to DTS. Steve also mentioned that reporting relationships and work will continue to stay the same through October, when information will be for collected for base line service information. Tani Downing asked about how employees will be able to charge to the correct funding stream. Steve Fletcher said that this information will be collected in the employees time sheet and that will stay the same. ESS time reporting will eventually be required of all IT employees. Steve Hess asked if all IT services will be centralized and the people will be centralized, and if so, where will they be located. Steve Fletcher said that there will need to be a presence in the agencies and as there are efficiencies there will be consolidation.

Representative Clark said that he wanted to provide a voice for oversight and that was why the Technology Advisory Board was included in the HB109 Legislation.

### **Action Items**

Transition team charters to the group.

August 31, 2005 Personnel Plan: Employees have been identified, a list will be provided to the agency and an agreement will be made with the Executive Directors on the employees that will be moving to DTS.

### **Next Meeting**

It was determined by the group that the next meeting would be held on Wednesday, September 28, 2005 from 2:00-3:30.

